

REQUEST FOR QUALIFICATIONS

LAND USAGE CODE

UPDATE



City of Montgomery, Ohio

10101 Montgomery Road
Montgomery, Ohio 45242
www.montgomeryohio.gov

The City of Montgomery is accepting written proposals from qualified firms to execute a comprehensive update to the Montgomery Land Usage Code, Title XV: Land Usage of the City of Montgomery Codified Ordinances.

I. Introduction

The City of Montgomery is seeking qualifications from highly skilled land use planning firms interested in contracting with the City to provide land usage code revisions/rewrite. The City wishes to develop solutions specifically tailored to the City's history and charm while progressively addressing current planning trends. The Code update will include an overall modernization to provide clarity, improved functionality, and achieve greater sensitivity to the character of the community. It is critical that firms demonstrate experience with public participation, meeting facilitation, and the development of various codes and design guidelines. The revisions will need to address areas of the Code that are deficient, conflicting with itself or other City Codes, outdated, overly complex, or that otherwise inhibit development. Most importantly, the Code and associated Zoning Map will need to be updated to conform to the 2025 Montgomery Comprehensive Plan anticipated to be adopted in June 2025 (www.MontgomerysMoment.gov).

II. City Background

Montgomery is a vibrant, high-quality, family-oriented suburb of approximately 11,000 people located northeast of Cincinnati, Ohio. The City embraces its future while valuing the traditions and history of its past. Founded in 1795, Montgomery was known for generations as a stopping point along the old "3-C" Highway (Cincinnati-Columbus-Cleveland). Montgomery is now easily accessible at the crossroads of I-275, I-71, Ronald Reagan Cross County Highway and US 22/Ohio 3, or locally known as Montgomery Road, the "main street" through town.

The colorful landscape, tree-lined streets, and miles of brick paver sidewalks in Montgomery lend themselves to the charming "Americana" feel of this well-preserved, historic community. It is home to wonderfully quaint old buildings that are a reminder of a quieter, slower time in the community. The treasured Montgomery Heritage District, located in and around Montgomery Road, is a diversified and unique destination for shopping, dining, and entertainment with storefront shops, nationally recognized and fine ethnic restaurants, galleries, services, and performance venues.

Newer developments have been planned for responsible growth to complement our community. Montgomery Quarter is a premier mixed-use development located adjacent to Historic Montgomery that includes a boutique hotel, meeting and event space, professional offices, and a new community green. The Vintage Club, located on the northern end of the city, is a mixed-use village featuring single-family residential, luxury condos, medical office, and commercial amenities. TriHealth has also invested in a new medical office building, The Thomas Comprehensive Care Center in recent years and has recently added an 8th story on the Bethesda North Hospital.

III. Code Background

The last major rewrite of the Code occurred in 2002, with multiple text amendments since that time. The current Land Usage Code may be found within the [City Code of Ordinances](#).

Due to updates made to the Code over time, areas of the Code are outdated or irrelevant. There are inconsistencies or conflicting regulations that at times make interpretation difficult.

In June 2025, the City adopted a new Comprehensive Plan - Montgomery's Moment. The Plan recognizes the growth goals of the community and includes new land use policies, new transportation, and connectivity goals, and three major key redevelopment areas. As such, a critical component to implementing the Comprehensive Plan will be to update the City's Land Usage Code and associated Zoning Map in accordance with the plan.

In addition to primary goal of implementing the Comprehensive Plan through the Land Usage Code, this endeavor will achieve the following:

- Evaluation of Existing Neighborhoods, Corridors and Districts uses, setbacks, minimum lot size, lot coverage, parking, etc.
- Correct conflicts, technical errors, and outdated or irrelevant information within the Land Usage Code.
- Enhance usability with tables, reference images, cross-reference links, etc.
- Provide direction on areas where the Code over-addresses or under-addresses particular topics.
- Utilize best practices and new approaches specific to mixed-use districts or overlay districts if and where warranted.

- Heavily incorporate the use of graphics and illustrations to display code requirements as well as user-friendly formats.
- Update antiquated terminology and definitions.
- Develop regulations that are realistically enforceable by a small City Staff.
- Evaluate the use of sustainable infrastructure options.
- Redesign any necessary permit forms and create checklists for project review (site design, etc.).
- Create information sheets regarding common questions and requirements for zoning applications.
- Update the current Zoning Map as well as ensure compatibility with ArcGIS.

IV. Qualifications:

The professional planning firm will provide a reorganized and updated Land Usage Code text including appropriate section hyperlinks, illustrations, and mapping. It is essential that the consultant engage the City's staff, Planning Commission, City Council and the Public with exhibits/renderings and text to adequately present proposed code concepts.

All qualifications shall be received by the City of Montgomery, Community Development Department, **no later than Friday at 4:00 PM June 6, 2025**. Qualifications shall be plainly marked on the outside: Professional Services - Land Usage Code Update and delivered to:

Kevin Chesar, Community Development Director
10101 Montgomery Road
Montgomery, Ohio 45242

Please submit 4 (four) hard copies and one (1) electronic copy of the completed RFQ. The RFQ shall not be longer than 20 pages.

V. Qualifications Submission Criteria

For evaluation purposes, proposal submissions shall include, at a minimum, the items listed below:

- **Letter of Interest:** A signed statement of interest on the respondent's letterhead, including the primary contact person and

contact information.

- **Firm Profile:** Provide a brief description of the firm, including the range of professional services, office locations, and staff size.
- **Approach to the Project:** Describe the firm's approach and include a proposed scope of work to achieve the objectives stated in the RFQ. Respondents are more than welcome to identify additional or alternative strategies to enhance the project.
- **Engagement & Feedback:** Describe the firm's methods for seeking community and business input regarding proposed regulation updates and well as an approach for sharing final recommendations.
- **Firm Experience:** Experience of consultant firm including recent and relevant experience on similar projects which the principal staff has worked.
- **Project Team:**
 - Profile of project team members, including specific qualifications and experience of those members conducting the work.
 - Organizational chart showing all members of the proposed team and their roles.
- **References:**
 - Provide a minimum of four municipal references where the consultant team has completed similar zoning code projects. Include a contact person, title, address, telephone number, and email address.
 - In addition, provide the time period when the services were provided and a description of services rendered.
 - Other pertinent information as determined by the respondent.
- **Timeline:** Provide an anticipated timeline for the project as well as availability to begin the update process.

VI. Selection Process

Once RFQ's are received, the City's Selection Committee will review the qualifications and determine which consultants will be asked to provide a fee proposal (RFP) and interview.

The City of Montgomery reserves the right to waive any technicalities and select the proposal that it deems, at its sole discretion, best suited for the intended purpose and best serves the interest of the City of Montgomery.

RFQ respondents who choose to participate in this RFQ process will receive no compensation for their submissions from the City of Montgomery or for subsequent Requests for Proposal.

VII. Anticipated Process Timeline:

The proposed process timeline for the RFQ /RFP process is as follows:

- Advertise Request for Qualifications: Monday, May 19, 2025.
- Qualifications Due: Friday, June 6, 2025, by 4:00 P.M.
- Review and Select Consultants to submit RFP and Interview: On or before Friday, June 13, 2025.
- RFP Due: Tuesday, July 1, 2025, by 4:00 PM.
- Conduct Interviews: July 9-11, 2025
- Award Contract: August, 2025

Note: The City reserves the right to modify the timeline as needed with proper notification.